Children's and Teen Librarian
Town of Weston

Plans, administers, implements and supervises collection and services for children and teens provided by Weston Public Library. Masters of Library Science and 3 years of Librarian experience, or equivalent combination of education, work experience and training required. Full position description is available at westonct.gov. Resume review to begin September 19 and will continue until filled. $56,842 plus full benefits. Send cover letter and resume to: Karen Tatarka, Library Director, PO Box 1007, Weston, Ct. 06883, or ktatarka@westonct.gov.

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TOWN OF WESTON
CHILDREN'S AND TEEN LIBRARIAN

Position Purpose:

The purposes of this position are to plan, administer, implement and supervise services to children and teens provided by the public library under the direction of the Library Director. This position is responsible for all aspects of collection development and children's and teenprogramming and activities; Required to exercise considerable independent judgment in administering and managing services to children and teens and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing children's and teen services. Also performs a variety of special professional and administrative responsibilities requiring an extensive knowledge of Library services and programming.

Supervision Received: Works under the general direction of the Library Director following professional standards, procedures and policies.

Supervision Given: None.

Job Environment:

Library work is performed in a moderately noisy office. Children's and teen programs can include fast-paced activities with high levels of physical motion and loud music or other forms of theatre.

Requires the operation of, telephones, computers, copiers, facsimile machines, and other standard office equipment, as well as modern and emerging technology of interest to children and teens.

Regular contact with other municipal departments, periodic contact with regional libraries, state agencies, and frequent contact with the general public, vendors, contractors, community organizations, local schools, and library support groups; communication is frequently in person, by telephone, fax, e-mail, in meetings and in writing; contacts require a high level of diplomacy.

Errors in judgment or omissions could result in delay of services, monetary loss, personal injury and damage to building/equipment.

Has access to confidential information such as library patron records.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Review, select and order children's and teen library materials (content and artwork) within allotted budget; evaluate the collection for balance and comprehensiveness. Incorporate suggestions from the general public and library network groups.
- Assist children, teens and parents in the selection of library materials, for uses of pleasure, reports and/or classroom projects. Develop and display reading lists and bibliographies for school curriculum topics, such as mythology.
- Design activities for a community that has plentiful enrichment program opportunities for children. Develop activities to engage the teen population. Collaborate closely with the school system, the Youth Services Office, as well as with local artists, and the regional consortium. Schedule and supervise events to facilitate the involvement of parents in the daytime as well as after-work hours. Follow up with enrolled children absent from programs.
- Direct children's and teen library public relations, including publicity, displays, calendar of activities, press releases, etc. though outreach programs to schools, daycares and other community groups.
- Plan and conduct programs for pre-schoolers, to encourage reading and use of library facilities through story hours and presentations including operation of multi media equipment.
- Conduct book talks for all youth ages and special programs for scouts, camp visitations, nursery school classes, reading groups, etc. Conduct summer reading programs and arts and crafts programs for children and teens each summer. Host holiday / theme parties, puppet shows, seasonal events, etc. with literary connections.
- Maintain comprehensive programming records to avoid duplication and keep materials fresh. Recommend purchases and monitor supplies, props, etc. for activities. Evaluate program results and incorporate learning into future programs.
- Supervise the Library from 4:30 p.m. to 5:00 p.m. on assigned weekday afternoons. Work weekends and evenings, as required, to conduct programs and events.
- Comply with OSHA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Masters of Library Science degree and three years of Children's Librarian experience or an equivalent combination of education, work experience and training.

Special Requirements:

Must have and maintain: Valid CT Drivers License.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of contemporary library theory, principles, policies, practices utilized in public libraries; knowledge of automated systems and various technology to provide library services; knowledge of principles and practices of classification and cataloging of library materials; knowledge of library reference services; knowledge of early childhood and adolescent development and related library program design.

Ability: Ability to design, conduct and assess age-appropriate children's programs, including use of multimedia equipment. Ability to maintain detailed and accurate records using data processing applications as they apply to library functions; ability to establish and maintain effective working relationships with patrons, especially children; ability to communicate effectively verbally and in writing; must possess high levels of diplomacy, patience and authenticity.

Skill: Excellent verbal and written communication skills; skilled in working with multi media equipment, automated library management systems and computers, skilled in using the above mentioned office equipment; aptitude for working with people, especially children, caregivers and parents, and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; storytelling, presentation and creativity skills; skills in directing and coordinating arts and crafts projects, using a variety of mediums.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	-	x		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock		X		
Vibration	x			
Other-Describe				

Other-Describe				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing				X
Other-Jumping and running				X
Other-Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

__X__ Close vision (i.e. clear vision at 20 inches or less)
__X_ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X__ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X_ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL APPROVAL DATE September 20, 2007